



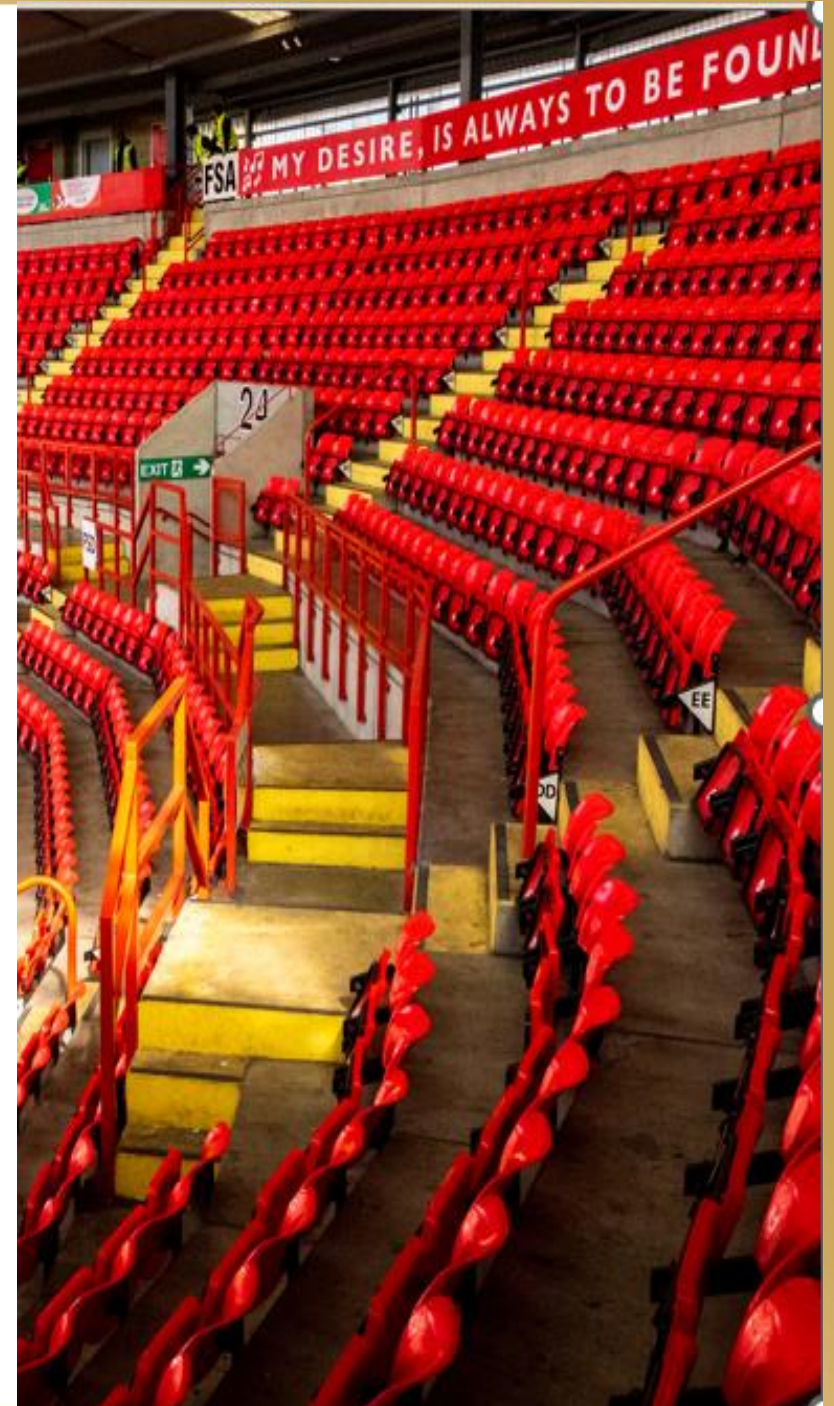
ESSENTIAL INFORMATION GUIDE



WELCOME TO THE VALLEY

Just minutes from Greenwich and easily accessible from central London, Charlton Events at The Valley offers a flexible range of event spaces perfect for private parties, conferences, exhibitions and more. All set within the iconic home of Charlton Athletic Football Club.

Whether you're planning a corporate away day, milestone birthday, awards evening or community celebration, our experienced events team will help bring your vision to life with creativity, quality service and tailored packages to suit your needs.





VERSATILE, DYNAMIC AND INSPIRING

With 12 unique event spaces the variety and versatility of our suites make us the smart choice for your event.

This Essential Information Guide has been compiled to help you plan for your event at Charlton Athletic Football Club. Should you have any additional queries please don't hesitate to contact us.

Charlton Events
Charlton Athletic Football Club
The Valley
Floyd Road
Charlton
SE7 8BL

T: 0208 333 4040

E: charltonevents@compass-group.co.uk





ACCESSIBILITY

All event spaces are accessible from either the Main West Stand Reception or the North Stand Entrance, located on Harvey Gardens. We also have several accessible parking spaces at the Stadium which are allocated on a first come first served basis.

ACCOMMODATION

Charlton Athletic Football Club does not have any accommodation onsite but do have relationships with local hotels nearby, information can be shared on event confirmation.

ADMINISTRATION SERVICES

There is no official administrative service or business centre at The Valley however, the Charlton Events team is happy to assist where possible. Printing charges apply.





BEVERAGES

Our premises license allows service of alcohol from 08.30 until 23:30 for indoor events. Should you wish to review our wine and beverage menu please contact your Event Co-Ordinator.

CAPACITIES

The maximum capacity of each event space is based on room layout and health & safety guidelines. Please see our Event Spaces brochure for full information. For exhibitions, floor plans should be submitted in advance of the event to be reviewed by the stadium health & safety manager.

CANDLES

No naked flames are permitted within the Stadium due to health and safety reasons and the sensitivity of the automated fire detection system.





CATERING

We request that all guests be prompted to provide specific dietary requirements well in advance of the event.

We require 7 working days' notice for final catering numbers and all other dietary requirements. For kosher catering requests we require 14 days' notice, and these will incur additional charges.

For customers with a specific event brief, our Executive Chef is happy to work alongside them to provide bespoke catering ideas tailored to individual requirements.

For exhibition events, we offer an exhibitor catering service delivering catering and beverages direct to individual stands. For crews we offer a range of options for hot and cold crew catering which can be served within either the event space or in a designated area.





CCTV

Due to the size and stature of the venue, there is CCTV in place throughout the whole of the stadium.

CHILDREN & YOUNG VISITORS

Children under the age of 16 are not permitted on site unless accompanied by a parent/guardian. Children are not allowed on site during event set-up day.

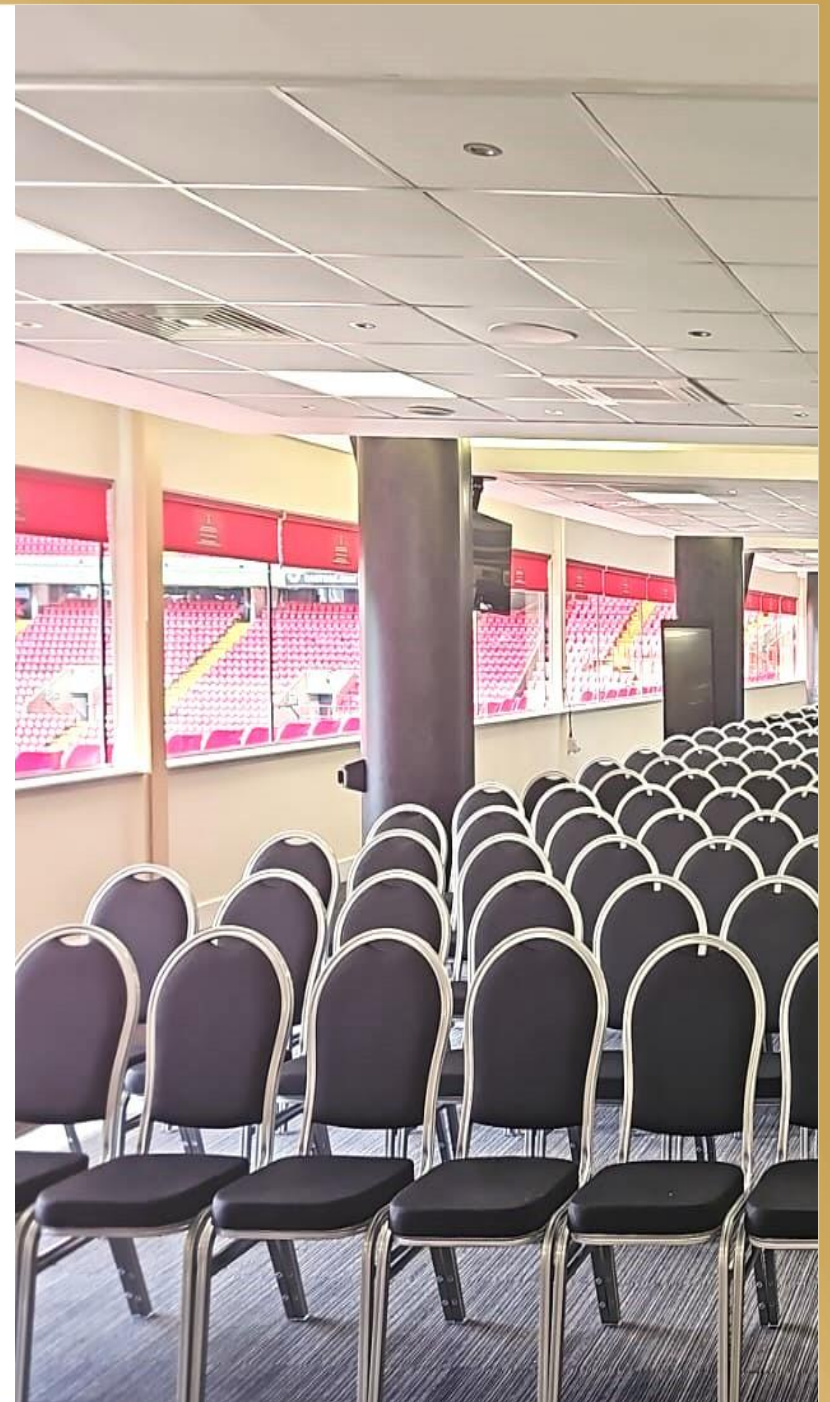




CLEANING

Room hire includes a full pre-event clean prior to your tenancy. For multi-day events, each event space is cleaned overnight ready for the following morning. For events requiring a mid-event clean, your Event Co-ordinator will be happy to quote a bespoke price, which meets your requirements.

If exhibition stands are part of your event set-up, please ask your Event Co-ordinator for further details of specialist exhibition stand cleaning. Please note it is the organiser's responsibility to ensure all rubbish created because of the exhibition is disposed of in the designated areas. These will be shown to you on arrival at the stadium and additional large bins will be supplied if required for larger events.





CLOAKROOMS

On request, cloakroom attendants can be booked for your event. If you would like to provide your own cloakroom staff, it is imperative for security reasons that the staff remain within the cloakroom for the duration of the day. Any item left within a cloakroom is done so at the owner's risk.

COMMERCIAL GUIDELINES

Please note that any use of the Charlton Athletic Football Club logo in connection with your event must adhere strictly to the Club's brand guidelines. A copy of these guidelines are available on request.





CROWD MANAGEMENT

For large events, organisers may be required to provide a comprehensive crowd management plan, which must be submitted no later than two weeks prior to the event.

The plan should be inclusive of all health & safety documentation along with detailed explanation of the transportation and movement of attendees. Full approval from the stadium is essential for an event to proceed.





DANCEFLOORS

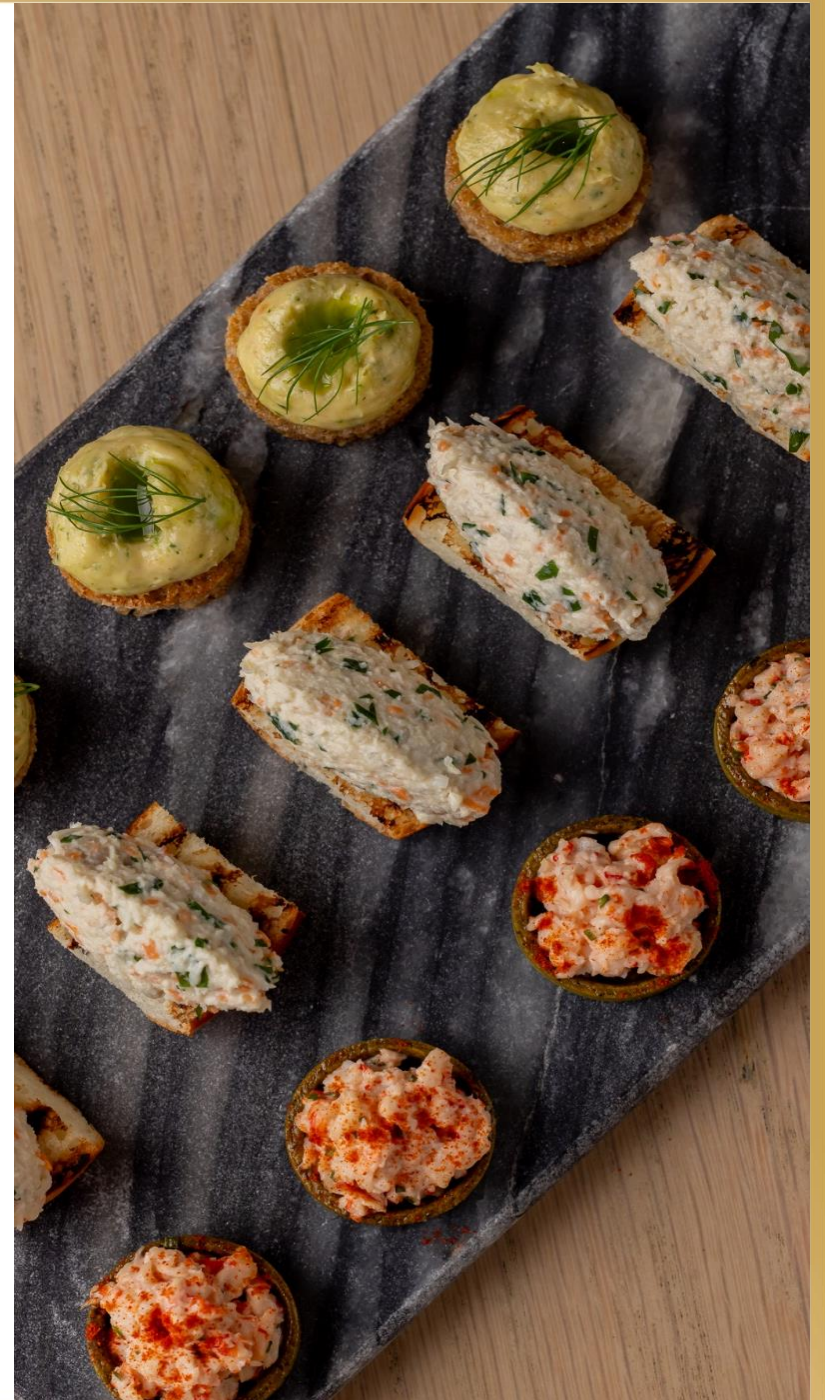
An in-house dance-floor is available for pre-booking and measures 15ft x 15ft.

DELIVERIES

As storage is limited at the Stadium, we cannot take deliveries of items for an event more than 48 hours in advance.

We also ask that you ensure that all items are collected no more than 24 hours after the end of your event.

Although we endeavour to ensure items which are delivered or collected either side of your event are kept safe; all equipment left onsite is at the event organisers own risk. Please ensure all items delivered or packed up at the end of your event are clearly labelled.





FIRE EVACUATION

In the event of an emergency in which an area of the stadium needs evacuation, the Duty Manager would oversee the movement of all persons to escape routes.

On arrival to the function room on the day of your event, the Duty Manager will provide your staff with a briefing of all key housekeeping points inclusive of the closest escapes and evacuation meeting points.

Large events and exhibitions may require additional fire & safety officer cover. Please liaise with your Event Co-ordinator for details on venue recommendations and associated charges.



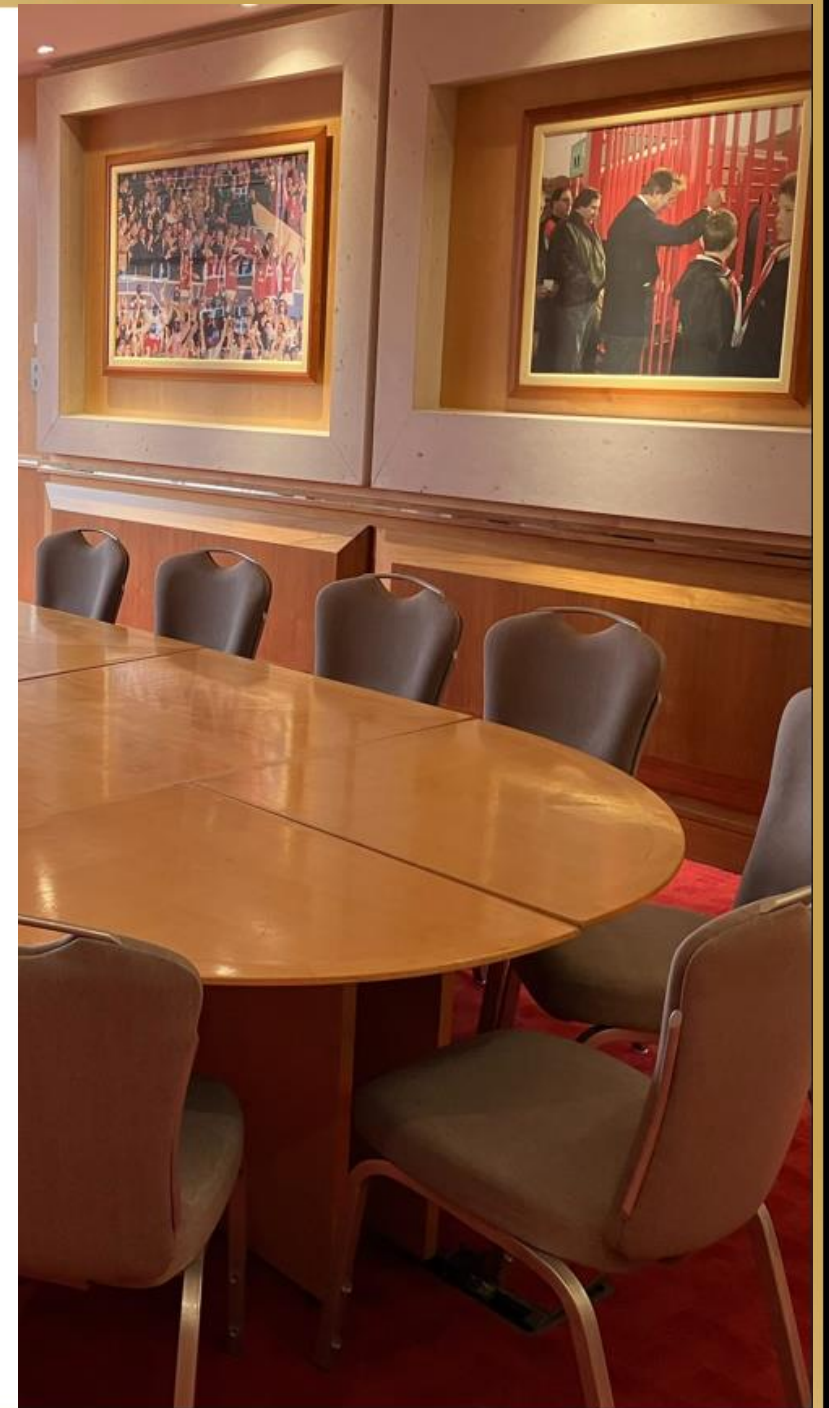


FLOOR PLANS

A selection of simple floor plans are available that include basic measurements, power and IT connection points which can be sent to the Event Organiser upon request.

The detailed room layout and furniture available will be discussed in advance of the event with your Event Co-Ordinator.

For events utilising external AV Companies, it is the responsibility of the AV Company to provide a comprehensive floor plan detailing stage set and room layout at least one week prior to the tenancy commencing.





HEALTH & SAFETY POLICIES

If you choose to bring in your own production company, you will be required to supply the relevant health and safety documentation in line with current health and safety regulations.

For large productions we will require no less than 2 weeks in advance of the event:

- Method statement
- Risk assessment
- Floorplan showing both floor socket and 3 phase power requirements
- Production schedule detailing access routes

Risk assessments should identify all probable risks associated with planned works, whether those risks are to the workers carrying out the work, the clients and staff of the venue or the public.

Please note that all electrical devices must be PAT certified and all materials must be a minimum of class 1 fireproof certified.





INSURANCE

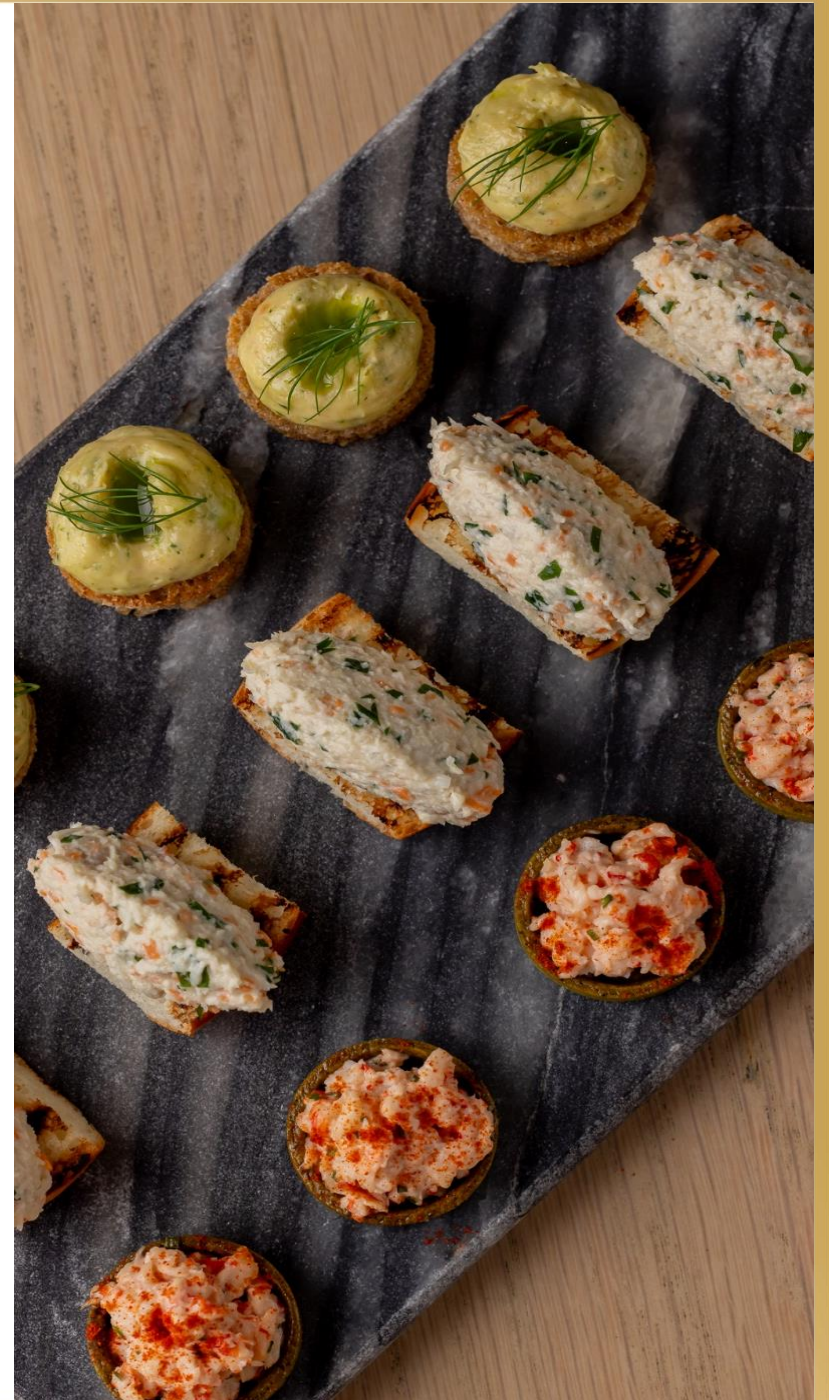
Public liability insurance must be provided in advance of the event in line with the contract terms and conditions.

LOST PROPERTY

All items left within the stadium are done so at the owner's own risk. Charlton Events and Charlton Athletic Football Club accepts no responsibility for any items left anywhere within the venue. If we find any items, post-event we will liaise directly with the Event Organiser.

POWER

Standard power and lighting is included in your room hire fee. If you require any additional power requirements, please let your Event Co-ordinator know at least two weeks in advance of your event.





SAFETY & SECURITY

Security is required at all events that are out of hours, on a weekend, or include bar service. Charges will be confirmed by your Event Co-Ordinator prior to your event and are payable in advance.

To ensure your safety, all visitors to Charlton Athletic Football Club, may be subject to extra checks on entry.

Our security team will endeavour to ensure these checks are carried out discreetly and efficiently, although in some cases slight delays may be unavoidable. If you have any questions regarding this aspect of your visit, please do not hesitate to contact us at any time.

We do politely request for all events over 50 guests to have a full guest list provided in advance; and for functions under 50 guests registration will take place in main reception. Not providing this information may cause delays in guests gaining access to the event.





SIGNAGE & BANNERS

The Stadium is equipped with basic directional signage to all the function spaces, and your Event Co-ordinator will print basic event specific signage. You are welcome to prepare your own directional signage; please advise your Event Co-ordinator if you wish to do so. We advise that all signage and banners should be removed from the stadium at the end of the tenancy.

SMOKING

Charlton Athletic Football Club is a non-smoking and vaping venue. Guests wishing to smoke must do so at the designated smoking point.

SPECIAL EFFECTS

Pyrotechnics, smoke machines and dry ice effects are not permitted in the venue.





TRANSPORT

Bus services

London buses 472, 486, 161, 177, 180 and 380 stop near to The Valley at the North Greenwich tube station, which is around a 10-minute walk.

Car parking

We offer approximately 200 onsite car parking spaces, available on a first-come, first-served basis. Please be aware that many of the roads surrounding The Valley have parking restrictions, all drivers must register their vehicle's registration number at main reception upon arrival.

Train station

Charlton Mainline station is the nearest train station to The Valley and is just a three-minute walk away and is served by trains travelling from London Cannon Street, London Charing Cross, Dartford and Gillingham. North Greenwich is the closest tube station to The Valley. Located outside of the O2 Arena it is served by the Jubilee Line.





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